

Amend 2 Cal. Code Regs. Section 18110 as follows:

18110. Duties of Filing Officers - Campaign Statements.

(a) It shall be the duty of a filing officer pursuant to ~~Section~~ Government Code section 81010(b) in connection with the filing of candidate and committee campaign statements pursuant to Chapter 4 or 5 of the Political Reform Act to determine whether required documents have been filed.

(1) In order to fulfill his or her duty to determine whether required documents have been filed, if the filing officer is aware that a candidate or committee has an obligation to file a campaign statement and has failed to do so, the filing officer shall notify the candidate or committee of the obligation to file a statement.

(2) In determining whether required documents have been filed, the filing officer shall not be required to conduct any investigation to determine whether a committee or candidate has an obligation to file a campaign statement. This ~~subsection~~ subdivision is not intended to prevent the filing officer from performing such an investigation.

(b) It shall be the duty of the filing officer pursuant to ~~Section~~ Government Code section 81010(b) in connection with the filing of candidate and committee campaign statements to determine whether original documents filed conform on their face with the requirements of the Political Reform Act and regulations adopted pursuant to the Act.

(1) The filing officer, in determining whether campaign statements conform on their face with the Political Reform Act and the regulations adopted pursuant to the Act, shall not be required to:

(A) Seek or obtain information to verify entries on a campaign statement.

(B) Examine previously filed statements, copies of statements filed, or statements filed in other

jurisdictions in order to verify the accuracy of current statements.

(C) Review copies of statements where the original is filed with another agency. This ~~subsection~~ subdivision (1) is not intended to prevent the filing officer from performing the tasks specified in this ~~subsection~~ subdivision.

(2) In determining whether original documents filed conform on their face, the filing officer shall review:

(A) All statements to insure that they contain the full name, residential or business address and phone number of the filer or if a committee is the filer, the name, street address and phone number of the committee and of the committee treasurer.

(B) All statements to insure that they have been signed and dated by the proper person as outlined below:

1. Statements of recipient committees signed and dated by the treasurer, and statements of all other committees signed and dated by the filer or his or her designated agent.

2. Statements of controlled committees signed and dated by the treasurer and the candidate or state measure proponent.

3. Candidate statements signed and dated by the candidate.

(C) All statements to insure that they are legible, are printed in ink or typewritten, and that readable reproductions can be made.

(D) All statements to insure that beginning and closing dates for the statement which are prescribed by law are accurate.

(E) All statements to insure that the following information is contained in the statement:

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1 1. The total amount of contributions received during the period and the cumulative total amount
2 of contributions. Government Code section 84211(a).

3 2. The total amount of expenditures made during the period and the cumulative total amount of
4 expenditures. Government Code section 84211(b).

5 3. The total amount of contributions received from persons who have given \$100 or more.
6 Government Code section 84211(c).

7 4. The total amount of contributions received from persons who have given less than \$100.
8 Government Code section 84211(d).

9 5. The total amount of expenditures disbursed to persons who have received \$100 or more.
10 Government Code section 84211~~(h)~~(i).

11 6. The total amount of expenditures disbursed to persons who have received less than \$100.
12 Government Code section 84211~~(i)~~(j).

13 7. The balance of cash and cash equivalents on hand at the beginning and end of the period.
14 Government Code section 84211(e).

15 8. For each person listed as contributor or lender of a cumulative amount of \$100 or more, the
16 complete name, address, occupation and employer, if any (or name of business if described as
17 self-employed), cumulative amount contributed, date and amount of contribution, and if the contribution
18 is a loan, the interest rate of the loan. Government Code section 84211(f).

19 9. For each recipient committee listed as a contributor or lender of a cumulative amount of
20 \$100 or more, in addition to the information specified in ~~Subsection~~ subdivision 8, above, the
21 identification number assigned to the committee by the Secretary of State or, if no identification number

has been assigned, the full name and address of the treasurer of the committee. Government Code
section 84211(d)(m).

10. For each person listed as a recipient of expenditures of \$100 or more during the period,
the complete name of the payee, the address, the amount of each expenditure, a brief description of the
consideration for which the expenditure was made and, if the statement indicates a person other than the
payee provided the consideration, the complete name and address of the person providing the
consideration. Government Code section 84211(j)(k).

11. For each committee listed as a recipient of an expenditure of \$100 or more, in addition to
the information specified in ~~Subsection~~ subdivision 10, above, the identification number assigned to the
committee by the Secretary of State or, if no identification number has been assigned, the full name and
address of the treasurer of the committee. Government Code section 84211(d)(m).

~~12. If the statement is filed by a committee supporting or opposing more than one candidate or
measure, other than a slate committee, the amount of expenditures during the period for or against each
candidate or measure and the cumulative amount of expenditures for or against each candidate or
measure. 84211(m).~~

~~13.~~ 12. If the statement is filed by a candidate, the name and street address of committees
which are primarily formed to make contributions or expenditures on behalf of the candidate, along with
the name, street address and phone number of the treasurer of each such committee and whether such
committee is controlled by the candidate and the same information for any other committee controlled
by the candidate. Government Code section 84211(p).

~~14.~~ 13. In a campaign statement filed by a candidate who is a candidate in both an election held
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1 ~~on the first Tuesday after the first Monday in June and an election held on the first Tuesday after the first~~
2 ~~Monday in November~~ a state primary and general election, his or her controlled committee, or a
3 committee primarily formed to support or oppose such a candidate, the total amount of contributions
4 received and the total amount of expenditures made for the period January 1 through June 30 and the
5 total amount of contributions received and expenditures made for the period July 1 through December
6 31. Government Code section 84211(n).

7 (F) All statements to insure that there are no gross or readily apparent errors in arithmetical
8 calculations.

9 (c) It shall be the duty of the filing officer pursuant to Government Code section ~~Section~~
10 81010(c) in connection with the filing of candidate and committee campaign statements:

11 (1) To accept for filing any campaign statement which the Act requires to be filed with the filing
12 officer.

13 (2) To datestamp on the day of receipt, any campaign statement or report required to be filed
14 with the filing officer.

15 (3) In those cases where the filing officer discovers in his or her review of campaign statements
16 that a candidate or committee has filed an incorrect, incomplete or illegible campaign statement or a
17 campaign statement which cannot be reproduced, he or she shall promptly notify the candidate or
18 committee of the error or omission. However, no notification is required in those cases in which the
19 errors or omissions are minor ones which do not recur throughout the campaign statement. An error or
20 omission is minor if it does not result in omission of the amount of an individual contribution or
21 expenditure. An error or omission in connection with the identification of a donor or intermediary is

1 minor if such person is identified by name and either street address, occupation, employer or principal
2 place of business. An error or omission in connection with the identification of the recipient of an
3 expenditure or person providing consideration for an expenditure is minor if such person is identified by
4 name.

5 NOTE: Authority cited : Section 83112, Government Code.

6 Reference: Section 81010, Government Code.

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